



HR-007

FEDERATION OF ST CHRISTOPHER AND NEVIS
HUMAN RESOURCE MANAGEMENT DEPARTMENT

LEAVE APPLYING FOR:

☐ VACATION ☐ *MATERNITY ☐ *PATERNITY ☐ LEAVE WITHOUT PAY

SECTION A: Employee Information

Name	Signature	Date (dd/mm/yy)
Post	Ministry/Department	

SECTION B: Leave Details

No. of Days:	Vacation Dates		
Taken for the year ☐	Applying for ☐	From (dd/mm/yy)	To (dd/mm/yy)
Leave will be spent: ☐ in the Federation ☐ outside the Federation			Contact No.
Address while on leave: (if outside the Federation)			

SECTION C: Arrangements proposed for the performance of the officer's duties

Substitute required? ☐ Yes ☐ No	Substitute Type ☐ Departmental ☐ Hire Temporary Personnel
<i>If the employment of temporary personnel is required, this must form the subject of a separate communication</i>	

SECTION D: Approvals and Sign-Offs on leave not exceeding a total of 30 days

Leave Recommended ☐ Yes ☐ No (if no use notes box below to explain)	Name of Head of Department	Signature	Date (dd/mm/yy)	
Leave Recommended ☐ Approved ☐	Name of Permanent Secretary	Signature	Date (dd/mm/yy)	
Examined	HRMD Leave Officer	Name	Signature	Date (dd/mm/yy)

SECTION E: Approval for leave exceeding 30 days/maternity/paternity and leave without pay

Approved	Name of Chief Personnel Officer	Signature	Date (dd/mm/yy)
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FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT USE ONLY

Salary Scale ☐ **K21 and below (14/15 days) ☐ **K22-K32 (18/21 days) ☐ **K33 and above (24/27 days)	Balance of entitlement brought forward	Entitlement earned for the year	Number of days applied for	Balance carried forward
Status ☐ Approved ☐ Not Approved ☐ Deferred				
Notes				PF/PFL No.

*The expected date of delivery form from the doctor is to be submitted when applying for maternity and paternity leave.

**Persons employed/appointed prior to 2013 are eligible for 15, 21 and 27 days respectively based on the salary scale they are in on entry; however persons employed/appointed after 2013 are eligible for 14, 18 and 24 days respectively and are entitled to 1 day every three (3) years until the maximum of 15, 21 and 27 is reached.